



INTERDEPARTMENTAL MEMORANDUM

SUBJECT: Implementation of Non-Emergency Legislation for FY05

DATE: July 7, 2004

TO: Department and Agency Heads

FROM: Keith E. Todd, State Budget Officer Bureau of the Budget

Accompanying this memorandum is a Statewide Appropriations/Allocations report in PDF format for non-emergency legislation recently enacted during the Second Special Session of the 121st Legislature. FY05 Work Programs must now be adjusted accordingly. The effective date is July 30, 2004.

To enter data electronically, select the Annual button on the Main Menu, select the appropriate department or agency from the Umbrella drop down in the Annual Work Program Selection window, select Statewide Financial Orders and click the Select button. In the Statewide Financial Order Summary window, select the record for Financial Order **001246 F5**. Departments and agencies will need to access BFMS to distribute expenditure, transfer and revenue amounts reflected in the authorized balance column. Refer to System User, Chapter 5, Section C, of the BFMS User Manual for additional instructions related to the adjustment of Statewide Financial Orders in BFMS.

Department and agencies may print a Statewide Financial Order report by selecting Reports and Annual from the drop down menu, selecting Statewide Financial Orders and clicking the Open button. Refer to System User, Chapter 6, Section D, Statewide Financial Orders for information on generating Statewide Financial Order reports in BFMS. A copy of this report, generated at the Fund level, should be signed by the department or agency head and forwarded to the Bureau of the Budget.

For those department and agencies that submit manually, please submit the necessary forms to reflect the changes. **Deadline for completion and filing is Friday, July 16, 2004.** Please contact your Budget Analyst/Examiner if you have any questions or need additional assistance.

KET/djl

cc: Office of Fiscal and Program Review
Rebecca Wyke, Commissioner